

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 22-100; the proponent agency is TRADOC

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g., performance/professional growth or event-oriented counseling, and includes the leader's facts and observations prior to the counseling.)

To:

- Ensure only qualified soldiers receive Tuition Assistance (TA).
- Ensure forms are filled out correctly.
- Ensure that the chain of command can release the soldier during the prescribed time frame.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

Request for Approval of Tuition Assistance and Permission to Attend the following college course(s).

Name of Subject	Days of Week	Hours of Class
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<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

(Rank/Name) _____, you are requesting approval of the Tuition Assistance form and permission to attend college after duty hours. I highly recommend that all soldiers attend college courses. However, I also want to make it clear that your education agenda cannot interfere with your military obligations. The approval of these forms DOES NOT relieve you of your military responsibilities such as: duty rosters; field duty; deployments; or any other duties/obligations. Should there be a conflict between your civilian education and military duty, your military duties will have priority. If there are extenuating circumstances ensure that you inform the chain of command of the problem promptly. Should you be required to miss a class because of military duties, I expect you to take the initiative and speak to your instructor and ensure that other arrangements are made for completing your course requirements. Should your instructor wish to verify your absence, ensure that they are provided with my name and number. In the event of a deployment, you must notify the chain of command prior to the deployment so that we can assist you in completing the required paperwork for removal from the course. We will do our best to minimize any interference, but you are a soldier first.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below).)

Based upon our counseling session, (Rank/Name) _____, understands that his/her military duties and responsibilities come first and should he/she fail to achieve a passing grade (as determined by the education office) in this course, repayment of the Tuition Assistance may be required. The soldier also understands that it is an individual responsibility to coordinate with the instructor concerning any absence from the course regardless of the reason (military or personal). Based upon this counseling session, a review of your personal records and your current performance, I am recommending to the commander that your request be (circle one and initial choice)

Approved / Disapproved

If recommending disapproval, initial the appropriate block(s):

- _____ Currently flagged and not eligible for TA (Flag for APFT or Weight Control does not prevent TA IAW AR 600-8-2)
- _____ Currently Barred to Reenlistment and not eligible for TA
- _____ Substandard duty performance as documented with enclosed counseling
- _____ Upcoming deployment/mission requirements will prevent the soldier from being able to complete the assigned course.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Signature of Individual _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

- Ensure that every opportunity has been made to allow the soldier to attend schooling.
- Ensure that the soldier is eligible to attend schooling.

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual _____ Date of _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.